



## State of Utah

SPENCER J. COX  
*Governor*

DEIDRE M. HENDERSON  
*Lieutenant Governor*

## Department of Human Services

TRACY S. GRUBER  
*Executive Director*

NATE CHECKETTS  
*Deputy Director*

DAVID LITVACK  
*Deputy Director*

Date: November 17, 2021  
To: Nate Winters, DHS Assistant Deputy Director  
From: Curt Williams, Financial Analyst III, DHS Office of Fiscal Operations  
RE: CVYC – Sewer Blockage Causing Flooding

Please see the attached information regarding \$1,068.00 for emergency sewer repairs by Roto-Rooter to plumbing lines in shower and laundry area.

On November 1 2021, Bureau of Finance was notified by Harsha Naveen of an emergency with the sewer plumbing at CVYC. Maintenance staff called Roto-Rooter which is located close to the facility and operates a vacuum truck on call 24 hours. Roto-Rooter was contacted and was able to correct the blockage and verified clear with camera check to lines.

### Attachments:

- Notice of Emergency Procurement
- Roto-Rooter invoice
- Email correspondence.

Approval of this Emergency Small Purchase

  
Nate Winters (Nov 18, 2021 15:24 MST)

Nate Winters, DHS Assistant Deputy Director

On behalf of Department Executive Director's Office

**Utah Department of Human Services  
Notice of Emergency Procurement**

**Please complete and send with any additional supporting documentation to DHSFinance@utah.gov.  
Related: FIACCT 04-10.00; Utah Administrative Code 63G-6a-803 and Administrative Rule R33-8-401**

Department contact name and title:	Craig Burris
Date emergency occurred or began:	10/29/21
Date DHS Bureau of Finance notified:	11/01/21
Vendor name:	Roto -Rooter
Total estimated cost:	\$1,000.00

Description of the specific emergency that necessitated the emergency procurement:

Sewer started coming up out of the toilet in DT room 1. Items that had been flushed by youth were found. There was a problem again in DT on Saturday and on Sunday evening Roto-Rooter was called back again for both of these incidents. On Monday they came with a camera to check our lines.

Basis for the selection of the procurement item or service. What if any steps were taken to ensure that the procurement was made with as much competition as reasonably practicable. (phone quotes, internet quotes):

Plumbing company closest to our facility with a vacuum truck on call 24 hours a day.

Name of the highest ranking government official who approved the emergency procurement:

CVYC Maintenance

Was a written contract issued for this emergency procurement? No



If Yes, attach the contract.

EDO or LPD ratification:   
Nate Winters (Nov 18, 2021 15:24 MST)



825 W 200 S  
Logan, UT 84321

**435-752-8367**  
office@rotorooterlogan.com

## Invoice

Date	Invoice #
11/2/2021	911971

Bill To
Cache Valley Youth Center 2051 N 600 W Logan, UT 84321

Work Address

P.O. No.	Rep	Access Via	Stoppage
	TIM		

Item	Description	Quantity	Rate	Amount
MLI	Main Line		160.00	160.00
SER	Service Call		108.00	108.00
SHO	Shower		130.00	130.00
LAU	Laundry		130.00	130.00
VID	Video		325.00	325.00
OFF	Office Fee		15.00	15.00
NCO	Night Call Out		200.00	200.00
	Sales Tax		7.00%	0.00
<p>Vendor No. <u>VC0000166262</u></p> <p>ACCTG. CODES: 9311-KJJ-PW <u>BGI</u> -OTHER</p> <p>Object Code(s): <u>6171 DT flood</u></p> <p><i>Laundry room flood</i></p> <p><b>OKAY TO PAY</b></p> <p><i>[Signature]</i> 11/16/2021</p>				

I hereby authorize the above described work to be performed by Roto-Rooter and agree to all of the terms and conditions set forth above. I recognize that aged, deteriorated plumbing fixtures or piping, settled, broken, improperly installed, or off-set sewer lines may no longer be serviceable and further agree to hold Roto-Rooter harmless for any damage or destruction thereto or arising therefrom. We are not responsible for water damages before or after running line. I agree to pay for all work, good and services received in accordance with the terms stated herein.

Terms: Net 10 days. An account maintenance fee of 2% of the outstanding balance per month (24% annual percentage rate) will be added to amounts not paid within 10 days of invoice date. A \$25 charge is added for all returned checks. Roto-Rooter shall be entitled to all cost of collection including attorney fees, in the event of any default hereunder.

Customer Signature

<b>Total</b>	\$1,068.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,068.00





# State of Utah

Department of Human Services  
Division of Juvenile Justice Services

Cache Valley

2051 N 600 W

Logan, UT 84321-1712

435-713-6260

## PURCHASE ORDER

Purchase Order # **9311 - 10/29/21 - 16:35 - CB**

The Purchase Order Number (UNIT-DATE-TIME) must appear on all related correspondence, shipping papers and invoices.

P.O. DATE	PURCHASED FOR:	NOT TO EXCEED THE DOLLAR AMOUNT OF:
10/29/2021	CVYC	\$ <u>1,068.00</u> <del>500.00</del>

Roto Rooter 00000-0000

0  
0  
0  
-

0 00000-0000

BILLING ADDRESS IF DIFFERENT THAN ABOVE:

### Purchasing Policy (Check 1 box only)

- ☐ Purchase is available from another State Agency
- ☐ Purchase is on a DJJS Contract  Contract #
- ☐ Purchase is on a State Cooperative Contract  Contract #
- ☒ Purchase of \$1000 or less (If items are **NOT** on Contract, select best source **AND** complete Justification Form)  
(If items **ARE** on Contract but not purchased, select best source **AND** complete Justification Form)
- ☐ Purchase of \$1001-\$5000 (If items are **NOT** on Contract, develop Scope of Work and contact vendors.  
Telephone Quote Sheet **MUST** be attached with at least two quotes [3 is better]  
considering either least cost or best advantage.)  
(If items **ARE** on Contract, but not purchased, attach Scope, Quotes **AND** Justification Form)
- ☐ Sole Source over \$1000 (Contact your SSC for assistance) Sole Source Approval #
- ☐ Purchase \$5001-\$20,000 non-contract (Contact Nancy Staker for assistance. Requires Scope of Work)
- ☐ Is Purchase a Fixed Asset? ☐ YES ☐ NO Description  Location

### FINET CODES (State Clerical Staff Only)

1000	200	9311	KJC	PW	BG	6171	
Fund	Dept	Unit	Appr Unit	Activity	Object Code(s)	Function	

QTY	ITEM DESCRIPTION (attach extra pages if needed)	\$\$ EA	AMOUNT
1.00	Having rotor roter come for a plug drain		\$ 500.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Please remember to add applicable shipping charges NO SALES TAX WILL BE PAID - Form TC-721G upon request		TOTAL	\$ 500.00

X

Requested by signature

Rev. 02/2015

Craig Burris

X

Authorized by signature

APD

10/29/21



Curt Williams (DHS) <chwilliams@utah.gov>

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## Emergency Procurement - CVYC sewer problems

1 message

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**Tammie Godfrey (DHS)** <tgodfrey@utah.gov>

Wed, Nov 17, 2021 at 12:36 PM

To: "Curt Williams (DHS)" <chwilliams@utah.gov>, Sheryl Adamson DHS <sadamson@utah.gov>

Please let me know if you need any other information. Please see attached.

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**Tammie Godfrey**

Office Specialist II

435-713-6262

[tgodfrey@utah.gov](mailto:tgodfrey@utah.gov)

[hs.utah.gov](http://hs.utah.gov)



../Logos/All%20logos/ALL\_logo%20design-06.png

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### 2 attachments



**Notice of Emergency Procurement (fillable) DHSFinance (2).pdf**  
55K



**Roto Rooter 911971.pdf**  
633K



Curt Williams (DHS) <chwilliams@utah.gov>

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## CVYC sewer problems

2 messages

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**Harsha Naveen DHS** <hnaveen@utah.gov>

Mon, Nov 1, 2021 at 4:44 PM

Reply-To: dhsfinance@utah.gov

To: DHSFINANCE <dhsfinance@utah.gov>, Mark Strebel Dhs <mstrebel@utah.gov>

Hello,

CVYC had a backed up sewer problem over the weekend. It flooded the units and laundry areas. They are working on repairs.

Thank you,  
Harsha

-

**Harsha Naveen**  
**Administrative Services Manager**

385-348-1006

hnaveen@utah.gov

human services

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**Curt Williams (DHS)** <chwilliams@utah.gov>

Tue, Nov 2, 2021 at 7:59 AM

To: Harsha Naveen DHS <hnaveen@utah.gov>

Cc: Mark Strebel Dhs <mstrebel@utah.gov>, DHSFINANCE <dhsfinance@utah.gov>

Hi Harsha,

Thank you for letting us know.

Could you please have the attached Notification of Emergency Procurement form completed and returned to me? This is so we gather all the necessary information to report to Purchasing.

Please let me know if you have any questions.

Thank you,

**Curt Williams**

Financial Analyst III

O: 385-272-4220

chwilliams@utah.gov

hs.utah.gov

utah department of  
**human services**  
FISCAL OPERATIONS

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**Notice of Emergency Procurement (fillable) DHSFinance.pdf**

47K